

## Submission Instructions

### I. Acknowledgement of Receipt of Application Packet

- When you receive the Missouri WIC Bread and Tortilla Application packet by e-mail with a link to SurveyMonkey, please acknowledge receipt by completing the questionnaire.

### II. Submission - **“Important!”**

1. Complete an application form for each item your company wishes to be considered for the Missouri WIC Approved Food List effective **February 1, 2010**.
2. Copy the blank application forms as needed for submitting additional breads and tortillas.
3. Application forms must be submitted for all bread and tortillas to be considered for the Missouri WIC Approved Food List, ***including those breads and tortillas your company may already have on the Missouri WIC Approved Food List (Effective October 1, 2009 – September 30, 2011.)***
4. Missing data will disqualify the product for consideration.
5. An empty bread and tortilla bag/package **must** accompany each completed application form.
6. The Missouri WIC Approved Food List will be in a pictorial format. Pictures of products must be submitted with the specifications listed below by either e-mail or mail. If your company has a website for picture files, please provide information such as the website, USER ID, and password.

### II. Picture Specifications

- Photos should be 300 dpi and at least 5 inches on the long dimension.
- Images may be either RGB or CMYK (RGB preferred) with a white or transparent background and saved as a EPS, TIFF, or JPEG.

### III. Mailing Address

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### IV. Contact Information

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